

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Station Number 1

March 20, 2019

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty, Ron Roberts, R. Jack Clapp, Dick Wunderlich is participating by FaceTime.

Board trustee absent: None

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Leanna Fillman, Alison Meslin, Matt Dougherty, Cole Bick.

Call to Order {00:10} – Chair Nelson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Minutes February 13, 2019 Regular Monthly Meeting {00:35} – Trustee Roberts commented the minutes indicate the March meeting is scheduled at Valley View. Heating the clubhouse was an issue, therefore the meeting location was changed to the Fairgrounds Station. **Trustee Roberts motion to approve February 13, 2019 minutes. Trustee Doty second.** Public comment: None. **Motion passed unanimously by voice vote.**

Communications {02:15} – Duffey Land Surveying advised the district of a proposed five lot subdivision at the intersection of Caffrey Road and Commerce Drive. The 5.86 acre parcel is proposed for commercial use. The Lake County Planning Department is requesting written comment regarding the Polson Rural Fire Department ability to provide services to the proposed development. Chief Gieser provided a reply letter stating the subdivision is within the boundaries of the Polson Rural Fire District. Fire hydrants are located at Skyview and Skyline. The building structures will require further review for fire protection. Public comment: None.

Review and Approve Claims {05:27} – Trustee Doty reviewed the Waytek claim electrical components for Unit #333. Chief Gieser replied the components are not available locally. Mission Valley Security claim is for alarm system, control panel, and fire extinguisher annual maintenance at Station 1 and Station 2. Trustee Roberts commented apparatus maintenance is completed in house as a cost saving measure. **Trustee Wunderlich motion to pay the bills. Trustee Doty second.** Public comment: None. **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING FEBRUARY 28, 2019 {06:00} –
Lake County Treasurer reports month ending February 28, 2019 are current and balanced.
FUND # 7245 Operating Fund\$ 66,147.46
FUND # 7244 Voted Levy (5 mills with sunset)\$ 50,225.49
FUND # 7246 Capital Improvement Fund\$ 208,917.25
FUND # 7243 Voted Levy Operating Fund\$.00
2011, 2012 outstanding tax revenue

Check numbers 7102 - 7120, both inclusive \$18,416.46
Represents February, 2019 claims. Approved March 20, 2019

Claims total includes PayneWest Insurance Commercial package annual invoice \$13,088.48. The increase relates to damage claims and added 2008 freightliner to commercial insurance package:
Public Safety:

Fire Chief payroll February 1, 15 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	\$ 3.50
Total February, 2019 payroll	\$3,160.43

FY 2018 State of Montana Department of Administration Annual Financial Report -

The revenue is less than \$750,000, therefore a filing fee is not required. An audit is not required. Summary report indicates total revenue \$318,427.92; total expenditures \$201,045.74; debt service payments Fairgrounds building and chief's administration vehicle debt payable \$28,663.34; general fixed assets buildings \$274,465 equipment \$1,176,676. Outstanding debt \$25,336.11. Capital assets are booked at amounts \$5,000 or greater. The capital assets schedule does not include loose equipment – SCBA, radios, pagers, hose, tools, etc. The annual report fund balances agree with the Lake County Treasurer reports at June 30, 2018 with no adjustments.

A1-101 deposits -

Deposit to Fund #7245 Operating Fund:

- 1). 2/15/19 RX#A1-110846 Good Shepherd Lutheran Church donation \$804.72
Allocate to general operating -OR- capital project tender
Allocation to capital projects will require a transfer to appropriate fund.
- 2). 2/15/19 RX#A1-110847 First Bank Card Visa redeemed cash points \$175.00

Trustee Clapp motion to approve treasury report. Trustee Roberts second. Motion passed unanimously by voice vote. Board comments: None. Public comment: None. Chair Nelson thanked Bonnie for the report including Annual Financial Report noting no adjustments.

CHIEF'S REPORT {15:12:} – Chief Gieser reported 20 calls for the 30 day operational period.
Response: 1). Fire alarm 39566 County Facilities Lane; 2). Vehicle slide off Rocky Point & Bay Point; 3). Mutual aid call to Polson City Fire 6th and 5th; 4). Ambulance assist 32885 Hell Roaring Lane; 5). 2 vehicle accident Highway 93 and Stoney Brook; 6). Vehicle accident 38000 Back Road; 7). Ambulance assist 35078 Bennington Lane; 8). Vehicle accident Bay Point & Fox Lane; 9). Lift assist 39499 Lakeview Drive; 10). Smoke detector going off 38971 Parker Lane; 11). Smoke detector going off 27660 Stonecrop Lane; 12). Two vehicle accident MM 74 Highway 93; 13). Gas alarm going off 27660 Stonecrop Lane; 14). Smoke detector going off 37806 Mission Vista Drive; 15). Smoke alarm 36094 Memory Lane; 16). Motor vehicle accident Highway 93 Polson hill; 17). Motor vehicle accident Highway 93 & Melita Island Road; 18). Unattended burn pile 40922 Stonecrop Lane; 19). Fire alarm 28655 Shady Lane; 20). Medical aid 35084 Mobile Loop;

Administration:

Health care provider CPR recertification
EMT BLS refresher class
Review south commerce subdivision request

Repair & Maintenance:

E-314 front end repair
E-333 rear pump motor service
WT-308 replace frozen front discharge drain valve

Chief Gieser reported on a gas detector dispatch at 27660 Stonecrop Lane. The contractors on site evidently set off the alarm and nothing was noted. On the weekend rural fire was dispatched to the same location. No one was at the residence and the volunteers attempted to contact the residents through dispatch and by phone. The door was forced although no gas was detected. Chief Gieser contacted the property owner. In conclusion, the district is responsible for the damaged door; although the property owner has not contacted the district. Chair Nelson upholds the responders action. Later the neighbors were concerned regarding an unattended burn at the residence. Chair Nelson thanked Chief Gieser for the report and update regarding the gas detector response.

MEMBERSHIP REPORT {27:28} – Trustee Clapp presented the membership report. At the March meeting the membership voted to purchase additional equipment for the district including fire sprinkler spinner, radios, engine #316 update equipment , and \$10,000 for in progress upgrades to freightliner #310. The allocation for the freightliner brings the project within scope for completion. Since January, 2016 the membership donated \$64,367 equipment purchases to the district. Donations 2018 totaled \$35,000 noting a Washington State family donated \$10,000; donations 2019 totaled \$25,000. The membership requested to have more involvement in future decisions regarding Station 4 building. The membership was notified by email of the Rural Fire Board meeting and agenda this evening and invited to attend with questions and concerns. Chief Gieser commented the membership is concerned due to the lack of bathroom facilities in the initial phase at Station 4. Trustee Clapp indicated the concern represents the minority of the membership. Trustee Wunderlich contacted the state department for regulations. A working physical bathroom facility is not required. A portable facility is sufficient and an eye wash out station. Chair Nelson indicated water is not available at this time. Chief Gieser commented the use and improvements to the area remain a work in progress with Lake County. The initial goal is to house apparatus in a heated building. Trustee Roberts commented the initial plans are for a dry station. Alison Meslin commented the Big Arm Station functioned without bathroom facilities for twenty-five years. The renovations were completed by community members. Chair Nelson thanked Trustee Clapp for the report.

Old Business:

UPDATE STATION 4 {37:34} - Blackwell Enterprises reported the steel building kit scheduled for delivery March 11th is delayed due to weather conditions.

UPDATE STATION 4 CONTRACT {39:51} – The building contract was signed by Blackwell Enterprises and Chair Nelson.

UPDATE STATION 4 LOAN {40:39} – Bonnie reported trustees signed Resolution 2019-01 to authorize a loan at First Interstate Bank. The resolution states a construction loan up to \$100,000 with periodic draws, 3.07% fixed interest rate, seven year term with semi-annual payments. Trustee Wunderlich indicated June for the first draw.. Bonnie will deliver the resolution and signed contract documents to the bank following the meeting.

UPDATE EXTEND 5 MILL LEVY INFORMATION TO VOTERS {44:11} - Trustee Roberts introduced the agenda item. The Lake County Elections Office indicated the election ballots will be mailed April 17th prior to the May 7th election. Alison Meslin designed the postcard with two columns. The UPS quote to print and mail the postcard is \$758.29 paid by private donations. The

postcard will be mailed April 16th prior to the April 17th election ballot mailing. Trustee Roberts thanked Alison Meslin for the postcard design and organizing the project with UPS.

UPDATE 310 TENDER {} - Chief Gieser reported the tender is a usable piece of equipment. Heiman Fire in Sioux Falls, SD is manufacturing and installing the tank with capacity to carry 2200 to 2500 gallons of water. G-3 Fire, LLC will complete the plumbing and electrical components. The quote to finish the project turn key is \$107,000. The unit is scheduled for 2019 wildland fire season. **Trustee Clapp motion to allocate funds to complete the unit turn key, sign the contract, and issue a check for the 25% down payment. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

New Business:

None.

Public Comments {} - Alison Meslin commented on Unit #300 fuel expenditure during the past four to five months. Chief Gieser indicated the unit is utilized for immediate response and is similar to a battalion chief responding to incidents.

Additional Comments {} - Chief Gieser reported the membership president is an important component to communicate with the board and attend board meetings. The trustees are welcome to attend the April 2nd membership meeting.

Trustee Clapp thanked the volunteers for service, mill levy election support, and promote the levy with friends and neighbors.

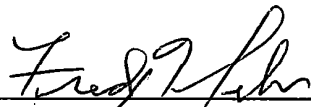
Trustee Clapp congratulated Cole Bick for completing the EMT course.

ADJOURN: [] – Trustee Doty motion to adjourn. Trustee Roberts second. Motion passed unanimously by voice vote.

Chair Nelson thanked everyone for attending

ADJOURN: 7:20 p.m.

**Next regular scheduled meeting April 10, 2019 6:00 p.m.
location Big Arm Station #2**


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY MARCH 20, 2019 6:00 p.m.

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson, MT 59860

Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

TRUSTEE MEETING INCLUDES

COMMENT BY RAISING YOUR HAND

REVIEW MINUTES FEB 13, 2019 -

BONNIE

COMMUNICATIONS -

BONNIE

REVIEW & APPROVE CLAIMS -

CHIEF GIESER & BONNIE

TREASURER'S REPORT -

BONNIE

CHIEF'S REPORT -

CHIEF GIESER

MEMBERSHIP REPORT-

CHAIR MICHAEL HINGISS

OLD BUSINESS INCLUDES

COMMENT BY RAISING YOUR HAND

UPDATE STATION 4 -

CHAIR NELSON & TRUSTEE JACK CLAPP

UPDATE STATION 4 CONTRACT -

CHAIR NELSON

UPDATE STATION 4 LOAN -

BONNIE

UPDATE EXTEND 5 MILL LEVY CARDS TO VOTERS -

TRUSTEE ROBERTS

UPDATE 310 TENDER -

CHIEF GIESER

NEW BUSINESS INCLUDES

COMMENT BY RAISING YOUR HAND

PUBLIC INPUT ON NON AGENDA ITEMS:

ADJOURN:

*** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFULL COMMENTS, OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD TEN DAYS IN ADVANCE OF THE MEETING.

Polson Rural Fire District Fund #7245

February, 2019 Claims Approved March 20, 2019

Mailed March 21 & 26, 2019

Date	Num	Description	Memo	Category	Amount
3/12/2019	7102	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
3/20/2019	7103	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-62.88
3/20/2019	7104	Collision Craft Polson Corp.	Inv#9164 refinish tank labor	211 Vehicle Repair & Maint Supplies	-200.00
3/20/2019	7105	S Davis & Brown CPAs PC	Inv#3845 2/13/19 Run FC payroll w/rpts	345 Payroll Accounting Fire Chief Salary	-13.65
			Inv#3845 2/27/19 Run FC payroll w/rpts	345 Payroll Accounting Fire Chief Salary	-25.20
3/20/2019	7106	S Dive Rescue International, Inc.	6-locking D Carabiner=bright NFPA	332 Training	-110.40
			1-lce rescue trainer recertification	332 Training	-50.00
			12-lce rescue student kit	332 Training	-240.00
			Freight	332 Training	-20.36
3/20/2019	7107	S Matt Dougherty	2/24/19 Costco 6-8 pk 9V batteries	205 SCBA Equipment & Supplies	-101.94
			2/12/19 Walmart Golf balls	332 Training	-14.84
3/20/2019	7108	S First Bank Card	1/31/19 Waytek, Inc Unit #333	211 Vehicle Repair & Maint Supplies	-273.78
			2/01/19 Waytek, Inc Unit #333	211 Vehicle Repair & Maint Supplies	-174.28
			2/18/19 Amazon Light bar & accessories Unit #333	211 Vehicle Repair & Maint Supplies	-179.42
3/20/2019	7109	S General Fire Apparatus	Inv#4540 2-drain valve WT-308	211 Vehicle Repair & Maint Supplies	-60.00
			Inv#4540 shipping	211 Vehicle Repair & Maint Supplies	-15.50
3/20/2019	7110	Les Schwab Tire Center	Acct#91006423 Unit #314 repair	211 Vehicle Repair & Maint Supplies	-952.33
3/20/2019	7111	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-159.17
			Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
			Location #2400744000	315 Electricity - Fairgrounds Station	-590.65
3/20/2019	7112	S Mission Valley Security, Inc.	Inv#17413 AniSecSysInsp Stn#1 on 2/15/19	318 Security - Fairgrounds Station	-97.50
			Inv#17413 6-double A batteries	320 Repairs & Maint. Fairgrounds Stn	-4.56
			Inv#17413 6-double AA batteries	320 Repairs & Maint. Fairgrounds Stn	-5.28
			Inv#17413 2-9 volt batteries	320 Repairs & Maint. Fairgrounds Stn	-5.60
			Inv#17413 3-lithium batteries	320 Repairs & Maint. Fairgrounds Stn	-25.17
			Inv#17413 AniSecSysInsp Stn#2 on 2/19/19	305 Security - Big Arm Station	-97.50
			Inv#17413 1-12 volt 8AH battery	307 Repairs & Maint. - Big Arm Station	-23.96
			Inv#17448 FireExtAnlInsp - 14	320 Repairs & Maint. Fairgrounds Stn	-98.00
			Inv#17448 HydroTestFireExt - 5	320 Repairs & Maint. Fairgrounds Stn	-98.75
			Inv#17448 Recharge Fire Ext - 1	320 Repairs & Maint. Fairgrounds Stn	-8.00
			Inv#17448 O-rings - 3	320 Repairs & Maint. Fairgrounds Stn	-2.64
			Inv#17448 O-rings - 3	320 Repairs & Maint. Fairgrounds Stn	-3.03
			Inv#17448 Valve Stem Amerex Ext - 3	320 Repairs & Maint. Fairgrounds Stn	-13.50
			Inv#17448 Valve Stem Amerex Ext - 3	320 Repairs & Maint. Fairgrounds Stn	-15.24
			Inv#17448 FireExtAnlInsp - 8	307 Repairs & Maint. - Big Arm Stn	-56.00
			Inv#17448 HydroTestFireExt - 1	307 Repairs & Maint. - Big Arm Stn	-19.75
			Inv#17448 O-rings - 1	307 Repairs & Maint. - Big Arm Stn	-1.01
			Inv#17448 Valve Stem Amerex Ext - 1	307 Repairs & Maint. - Big Arm Stn	-5.08
3/20/2019	7113	S Montana Ace Polson	Inv225213079 bushing Unit #333	211 Vehicle Repair & Maint Supplies	-2.99
			Inv225213079 hose Unit #333	211 Vehicle Repair & Maint Supplies	-2.49
3/20/2019	7114	S PayneWest Insurance	Property	501 Insurance commercial package	-634.36
			Portable Equipment	501 Insurance commercial package	-833.22
			General Liability	501 Insurance commercial package	-663.11
			Auto Coverage	501 Insurance commercial package	-10431.79
			Management Liability	501 Insurance commercial package	-89.78
			Excess Liability	501 Insurance commercial package	-357.78
			Crime	501 Insurance commercial package	-78.44

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Date	Num	Description	Memo	Category	Amount
3/20/2019	7116	S Providence Health Service	Burress, Colin	505 Firefighters Physicals	-100.00
			Burris, Jeffery S.	505 Firefighters Physicals	-100.00
			Quintana, Jakub	505 Firefighters Physicals	-100.00
3/20/2019	7117	Republic Services	Acct #3-0889-0014329 Inv #0889-0014329	319 Disposal Svc. - Fairgrounds Stn.	-60.94
3/20/2019	7118	S Jeff Veach	Inv#352480 1/18/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352481 1/23/19	307 Repairs & Maint. - Big Arm Stn	-50.00
			Inv#352483 2/4/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352484 2/5/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352501 2/9/19	307 Repairs & Maint. - Big Arm Stn	-50.00
			Inv#352505 2/12/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352514 2/15/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352520 2/16/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352526 2/25/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352531 2/26/19	307 Repairs & Maint. - Big Arm Stn	-50.00
			Inv#352538 2/28/19	307 Repairs & Maint. - Big Arm Stn	-50.00
			Inv#352543 3/2/19	307 Repairs & Maint. - Big Arm Stn	-25.00
			Inv#352553 3/7/19	307 Repairs & Maint. - Big Arm Stn	-50.00
3/20/2019	7119	S Western Building Center	Inv12408657 3-4x4 12'	332 Training	-95.67
			Inv12408657 rope	332 Training	-26.98
			Inv12408659 1-4x4 12'	332 Training	-31.89
3/20/2019	7120	S WEX Bank	Truck #300	210 Gas, Diesel,Oil	-176.06
			Truck #333	210 Gas, Diesel,Oil	-42.15
			Truck #313	210 Gas, Diesel,Oil	-24.72
			Truck #314	210 Gas, Diesel,Oil	-25.06
			Truck #301	210 Gas, Diesel,Oil	-129.92
				TOTAL:	-18416.46